



**CALIFORNIA ENVIRONMENTAL PROTECTION
AGENCY
OFFICE OF THE SECRETARY**

CAREER EXECUTIVE ASSIGNMENT

POSITION: ASSISTANT SECRETARY FOR WASTE AND CLEANUP PROGRAMS
LEVEL: CEA 1
SALARY: \$6173 - \$7838
FINAL FILING DATE: FEBRUARY 19, 2009 OR UNTIL FILLED

POSITION INFORMATION

Under the general direction of the Deputy Secretary for Policy and Legislation, the Assistant Secretary for Waste and Cleanup Programs, advises the Secretary, Undersecretary, and senior agency staff on the development and implementation of multi-media policies, programs, and practices governing solid and hazardous wastes, waste reduction and recycling, special wastes, green chemistry and cleanup and reuse of contaminated lands and brownfields.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledge's and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

1. Managerial experience that has demonstrated leadership, creativity, and sound judgment in directing a complex program involving numerous stakeholders
2. General knowledge of federal, state, and local environmental policies and programs
3. Specific knowledge of the legislative, budget, and rulemaking processes
4. Specific understanding of the state's solid and hazardous waste regulatory system, permitting requirements, compliance programs, and waste reduction and recycling programs
5. Specific understanding of policies, programs, and processes governing hazardous substances, waste cleanup, and special wastes
6. Demonstrated ability to establish and maintain effective working relationships with federal, state and local officials, citizen groups, stakeholders and advocacy groups
7. Well-developed interpersonal skills and the ability to communicate effectively
8. Ability to formulate and implement sound policy recommendations

EXAMINATION PROCESS




The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Secretary who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

FILING INSTRUCTIONS

All interested applicants should submit a completed standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Shelly Chinn by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Shelly Chinn at (916) 324-7196 or by e-mail at schinn@arb.ca.gov.

<p>For vacancy and exam information contact:</p>  <p>www.arb.ca.gov/jobs/job.htm</p>	<p>TTY/TDD/Speech-to-Speech users may dial 711.</p>  <p>The California Relay Service.</p>	<p>For reasonable accommodations, please call (916) 323-4916</p> 	<p>An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</p> <p>It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.</p>
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